



# PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll Officers

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*The articles and opinions in this publication are for general information and are not intended to provide specific advice or recommendations for any individual. We suggest that you consult your attorney, accountant, financial or tax adviser with regard to your individual situation.*

## Events/Mailings

### Dental Annual Enrollment – 2001 Plan Year

The annual open enrollment for the ReliaStar group dental plan will be from October 1 through October 31, 2000. Coverage is effective January 1, 2001.

The group dental plan is available to employees of state agencies and the university systems. The eligibility criteria are the same as that for participation in the health plan. Applications cannot be dated prior to October 1 and must be submitted to the payroll office no later than October 31. **You must submit all applications to ReliaStar no later than November 10, 2000.**

This year we will not send notification of the annual enrollment to the employees' home addresses as we have in the past. There will be an article on the front page of the upcoming issue of the PERSpectives Newsletter, scheduled to be sent in mid-August, notifying employees of the annual enrollment. Employees are instructed to contact their payroll/human resource office for dental plan information and a Voluntary Dental Enrollment Form. The dental plan information and new premiums will also be available on our web site at [www.state.nd.us/ndpers](http://www.state.nd.us/ndpers) under *Insurance Plans, Voluntary Dental*.

The updated dental plan information sheets with the new premium rates **will be available after September 15, 2000**. There are no changes to the dental application. If you need to replenish your supply of either of these forms, use the NDPERS order form or you may use our on-line order form at

[www.state.nd.us/ndpers/employerinfo.html](http://www.state.nd.us/ndpers/employerinfo.html).

### FlexComp 2001 Annual Open Enrollment For State Employees & Custer District Health Unit

The Enrollment for the FlexComp 2001 Plan Year will be from October 1, 2000 through November 15, 2000. Enrollment packets will be mailed around September 15, 2000. Effective with the 2001 Plan Year, payroll will have until December 1, 2000 to submit agreements to the PERS office. Any agreements received after December 1, 2000 will be returned as received too late. No exceptions!

Payroll should review the election agreement and send the original to PERS. It is always helpful if payroll can forward the agreements as they are received. Keep the yellow copy for your records.

Employees who do not complete an election agreement will automatically: 1). Have their employee supplemental life insurance premium up to the first \$50,000 of coverage pretaxed. To decline this action, the employee must complete an election agreement and sign in Section B. 2) Waive participation in the Medical and/or Dependent Care Reimbursement accounts. 3) Have other eligible payroll deducted insurance premiums deducted on an after-tax basis.

For agencies **ON the Central Payroll system**, PERS will input the election to decline pretaxing the employee supplemental life insurance premium from Section B and the spending account information from Sections C & D.

**It is the payroll officer's responsibility to input any payroll deducted insurance premiums that the employee specifies to pretax in**

**Section B of the agreement.  
Agencies can input insurance  
premiums after supplemental  
payroll has been run on December  
11, 2000.**

Those agencies **NOT ON the Central Payroll system** will set up the complete record off the election agreement for each participant.

If you have any questions regarding the Open Enrollment for the FlexComp 2001 Plan Year, please contact Sharon at (701) 328-3910 or toll free (800) 803-7377.

**Annual Statements**

NDPERS active and deferred members will be mailed their individual 1999-2000 Annual Statement of Account the first part of August 2000.

**Odds & Ends**

**PERS Changes**

Several changes are occurring at PERS. First, Deb Knudsen, the Retirement Programs Manager, has decided to move from a full-time position to a half-time position. As a result, we have reorganized our programs area and, rather than having a retirement programs area and a group insurance programs area, we have combined these areas under one division called the Benefits Division. Heading that division will be Kathy Allen. To provide support to each of the programs, our Benefit Specialists have been given the additional responsibility of coordinating one or more of the respective programs. Diane Heck will be coordinating the Defined Contribution plans, which includes the new DC plan and the 457 plans. Sharmain Dschaak will coordinate the Defined Benefit plans and the Retiree Health Insurance Credit program. Cheryle Masset will coordinate the group insurance programs.

Other changes at the agency include that Jeanne Welder, Administrative Services Manager, will be leaving PERS to relocate in another area of the State. Therefore, Rebecca Fricke will be assuming the responsibilities for the Member Services Division.

As we move forward with these

transitions, we will continue to provide you with updates. Remember, if you are contacting NDPERS regarding a particular program, if the specialist who coordinates the program is not readily available at the time of your call, the other specialists will be able to assist you.

**Member Services Division**

As of March 1, 2000, the Member Services Division at NDPERS has three representatives to help with member needs. The Member Service Representatives can be reached at (701) 328-3900 or toll-free (800) 803-7377. The representatives are Pam Bosch, Julie Nagel and Denise Weeks.

**Dental Insurance Contact Person**

Charles W. Speckman is the new contact person for ReliaStar Dental Insurance. He may be contacted at:

ReliaStar Employee Benefits  
PO Box 20 Route 6951  
Minneapolis MN 55472-0036

Telephone: (800) 955-7736 ext. 27457  
Fax: (612) 372-5301

**Defined Contribution (DC) Plan**

If you are a state agency employer group and have an employee whose status has changed from classified to non-classified, it is very important that you notify NDPERS immediately. NDPERS will determine if they are eligible to participate in the new DC plan and will send them materials accordingly. Please use a *Notice of Change (SFN 17066)* form and complete Section E to notify NDPERS of the change.

If you have any questions about an employee's status in the DC plan, please contact Rebecca at (701) 328-3911.

**Board Meeting Highlights**

The NDPERS Board reviewed and took action on the following items:

**February 24, 2000**

- Was presented with an overview of the five year Actuarial Experience Study and Proposed

Assumptions for 2000 by the Segal Company.

- Reviewed drafts of proposed legislation for the next legislative session.

**March 10, 2000**

- Reviewed information relating to the NDPERS group health plan.
- Discussed proposals submitted by consultants to provide investment consulting for the Deferred Compensation program and the Defined Contribution plan.

**March 22, 2000**

- Approved the submission of proposed bill drafts to the Legislative Employees Benefits Committee.
- Discussed various Deferred Compensation program issues relating to employer contributions, provider penalties and that Great West Life was relinquishing their vendor status.

**April 17, 2000**

- Reviewed the policies and procedures the State Investment Board has established for the PERS fund.
- Approved the proposal from Segal Advisors to provide investment consulting services.
- Was presented with an update of activities at the federal level on various proposed legislation, and the potential effect those initiatives could have on group health insurance policies.

**May 18, 2000**

- Discussed the current health plan design and the scope of benefits for the NDPERS group health plan. Also reviewed possible changes.

**May 25, 2000**

- Reviewed an issue that has arisen regarding employer payment of employee contributions on a pre-tax basis in lieu of a salary increase.
- Discussed various issues about the ReliaStar group life insurance plan.